



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Friday, September 5, 2008
POSITION TITLE:	Chief, Community Correctional Facility Administration, Division of Adult Institutions	FINAL FILING DATE:	Friday, September 19, 2008
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$10,251.00 / Month	BULLETIN ID:	09042008_10

POSITION DESCRIPTION

*** * IF YOU HAVE PREVIOUSLY SUBMITTED AN APPLICATION FOR THIS EXAMINATION (FINAL FILE DATE AUGUST 20, 2008), YOU DO NOT NEED TO RESUBMIT ANOTHER APPLICATION FOR THIS EXAMINATION. EXECUTIVE RECRUITMENT AND APPOINTMENTS HAS RETAINED YOUR APPLICATION ON FILE.**

Under the administrative direction of the Associate Director, General Population Levels II/III, Camps and Community Correctional Facilities, via the Deputy Director, Division of Adult Institutions, the Chief Community Correctional Facility Administration, administers the Community Correctional Facility (CCF) Program, which are contract facilities housing departmental inmates. The position provides expertise in the administrative and custodial development of CCF facilities throughout the California Department of Corrections and Rehabilitation (CDCR). The incumbent has the responsibility to ensure that contract providers operate the facilities in accordance with CDCR policies and regulations.

Duties include, but are not limited to:

- Plans, organizes, and directs activities of the CCF Program through two subordinate Correctional Administrators, one who is responsible for supervising the facility operations and the other who is responsible for the planning, development, implementation, and monitoring of the CCF Administration programs. Specific activities include planning for program expansion to accommodate additional inmates and program evaluation.
- Develops, recommends, and oversees the implementation of statewide policies and procedures of the CCF Administration Program to ensure consistent application of statewide standards.
- Provides administrative oversight on the planning, development, and issuance of the Requests for Proposals to award contracts for the construction and operation of contracted prison beds. •

Participates in Department task forces and works closely with other divisions in the successful activation of new contract facilities. Represents the Department in public hearings, at meetings, with control agencies, and at legislative hearings. Interacts with local jurisdictions, the public, and the media on sensitive issues related to the CCF program.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

SPECIAL REQUIREMENTS

The Chief, Community Correctional Facility Administration, Division of Adult Institutions, CEA 2, is a Peace Officer position; therefore, applicants are subject to meeting all requirements for a Peace Officer.

PEACE OFFICER REQUIREMENTS:

Citizen Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity

exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Management experience in a large correctional setting, including the knowledge and principles of custody, security, inmate classification, inmate transportation, and inmate case records; and formulation and implementation of procedures, policies and programs related to correctional institution operations.
- Demonstrated ability in planning, organizing, and directing a large program, and ensuring successful functionality with stakeholders.
- Ability to perform major policy-influencing functions effectively and contribute to the design and implementation of correctional strategies for a large department.
- Ability to analyze complex problems and recommend and/or implement effective courses of action; make independent, sound, ethical decisions regarding sensitive matters and maintain confidentiality using collaborative, evidence-based processes, without jeopardizing the integrity of the department; and carry out the department's mission.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, Executive Branch members, institutional and program staff, external stakeholders, and professional groups.
- Experience in fiscal planning and development and budget management including the principles, practices and methods of fiscal accountability, e.g., capital outlay, procurement, special projects, position allocation and control.
- Demonstrated experience in developing cooperative working relationships with contractors, advocate groups, employee organizations, multidisciplinary staff, and gain the confidence and support of top level administrators.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Parole Administrator I, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Community Correctional Facility Administration, Division of Adult Institutions**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be

retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

FILING INSTRUCTIONS

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed below for Executive Recruitment and Appointments.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Recruitment &
Appointments
1515 S Street, Room 108-N, Sacramento, CA 95811
Renee Pettis | 916-445-9287 | Renee.Pettis@cdcr.ca.gov

ADDITIONAL INFORMATION

** The monthly salary of \$10,251 includes a base salary of \$9,202 per month and a differential of \$1,049 per month. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The \$1,049 does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and

rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>